



DEPARTMENT OF PERSONNEL
100 North Stewart, Room 200
Carson City, Nevada 89701-4204
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MEMO PERD #48/11
September 16, 2011

TO: Personnel Commission Members
Department Directors
Division Administrators
Agency Personnel Liaisons
Agency Personnel Representatives
Employee Representatives

FROM: Teresa Thienhaus, Director
Department of Personnel

A handwritten signature in cursive script, reading "Teresa Thienhaus".

SUBJECT: PROPOSED CLASSIFICATION CHANGES

Attached are proposed classification changes for your information pursuant to NRS 284.160, subsections 3 through 5. If you have any comments or objections, please notify Peter Long in the Compensation and Classification Division in writing no later than October 14, 2011.

If no written objections are received in this office by October 14, 2011, action will be taken to effect the changes and a report will be made to the Personnel Commission.

Attachments

NOTICE OF PROPOSED CLASSIFICATION CHANGES

Number: **03-12**
Posting Expires: **October 14, 2011**

Per NRS 284.160, the Personnel Director may make a change in classification without the prior approval of the Commission. The following change(s) are proposed:

CURRENT			PROPOSED		
CODE	TITLE	GRADE/EEO-4	CODE	TITLE	GRADE/EEO-4
	New		6.765	Energy Efficiency Manager	39 B

EXPLANATION OF CHANGE

The Nevada Department of Corrections (NDOC) has requested that the Department of Personnel establish a new class titled Energy Efficiency Manager. The position will plan, organize and implement NDOC Energy Management Programs including the Energy Awareness and Energy Conservation Programs within the institutions of NDOC.

It is recommended the Energy Efficiency Manager be placed in the Construction Services subgroup of the Engineering & Allied occupational group. It is also recommended that this class be allocated at grade 39, to align one grade above the Construction Project Manager III, grade 38, based on the specialized certifications required for the Energy Efficiency Manager class. Positions in the Construction Project Manager III class perform a broad range of duties analyzing the physical condition of existing buildings, building requirements, and coordinating a variety of activities involving the architectural and engineering construction of buildings. The Energy Efficiency Manager has technical expertise in heating, ventilation, air conditioning and refrigeration (HVAC/R) equipment and components. The incumbent will analyze the existing HVAC/R equipment and systems, conduct energy audits of all NDOC buildings, outline energy saving goals, apply analytical and evaluation methods to conduct energy studies, provide equipment and operational recommendations, forecast future energy costs and prepare reports on energy consumption and utility charges. Positions in both classes require working knowledge of engineering principles and practices and must be able to analyze information and reach logical engineering conclusions.

During the review, the Department of Personnel worked closely with management of the NDOC who assisted in developing the class specification.

The formal recommendations and specifications are on file with the Director of Personnel. To view a copy in Carson City, go to 209 East Musser Street, Room 101; in Las Vegas, go to 555 East Washington Avenue, Room 1400. For more information call (775) 684-0151.

Objections to the proposed change(s) must be received in writing by October 14, 2011. Objections should be addressed to Peter Long, Division Administrator, Compensation & Classification Division, Department of Personnel, 209 East Musser Street, Room 101, Carson City, Nevada 89701-4204.

POSTING DATE: September 16, 2011



STATE OF NEVADA – DEPARTMENT OF PERSONNEL

CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
ENERGY EFFICIENCY MANAGER	39	B	6.765

Under the direction of the Nevada Department of Corrections (NDOC), Chief Engineer, Plant Operations, the Energy Efficiency Manager plans, organizes and implements NDOC Energy Management Programs including the Energy Awareness and Energy Conservation Programs within the institutions of NDOC.

Establish and promote Energy Awareness and Conservation Programs; develop energy conservation educational materials; conduct training and education of NDOC staff on maintenance of all mechanical and electrical equipment.

Conduct energy audits of all NDOC buildings and provide technical assistance; outline energy saving goals; apply analytical and evaluation methods to conduct energy studies; provide equipment and operational recommendations; forecast future energy costs and prepare reports on energy consumption and utility charges; establish energy optimization protocols and programs; and operate a utility management software system.

Evaluate historic and present energy consumption data; apply forecasting and analytical techniques to calculate and project future energy costs; establish utility usage benchmarks for each NDOC facility; outline benchmarks, energy savings targets and objectives; monitor energy usage against targets and objectives; identify and implement corrective measures for non-compliant facilities.

Conduct facility site visits; perform technical energy studies and audits of facilities to identify energy savings opportunities; analyze the infrastructure of NDOC facilities to include electrical, mechanical, HVAC/R, control, water, wastewater, envelope, solid waste, irrigation and lighting systems; recommend improvement measures to equipment and components to minimize energy costs.

Monitor facility automation systems to ensure all system set points to achieve optimum energy savings; perform energy modeling, measurement, verification, commissioning, or retro-commissioning; oversee design or construction aspects related to energy such as energy engineering, energy management, and sustainable design.

Advise mechanical, electrical and HVAC/R personnel on the proper operation of energy control systems, energy conservation methods/procedures, and recommend field improvement measures.

Develop and compile energy reports on all utility costs and consumption; prepare periodic energy management performance updates for management.

Research, develop, and prepare grant applications to secure federal/private funding for State and/or State-sponsored programs including writing/amending program descriptions and compiling required financial and statistical data.

Train, supervise and evaluate the performance of professional, technical and support staff; develop work performance standards and initiate disciplinary measures according to State and departmental policies.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

SPECIAL REQUIREMENT:

- * A valid driver's license is required at the time of appointment and as a condition of continuing employment.

INFORMATIONAL NOTES:

- * Leadership in Energy and Environmental Design (LEED) Certification is required within one year of appointment and as a condition of continuing employment.
- * State of Nevada Focus Energy Management Certification is required within one year of appointment and as a condition of continuing employment.
- * Piping Industry Progress Education (P.I.P.E.) is required within one year of appointment and as a condition of continuing employment.
- * Employees in this class who are not registered professional engineers may not represent themselves as such to other persons or entities.

EDUCATION AND EXPERIENCE: Current Engineers Energy Manager Certification issued by the Association of Energy Engineers and Certified Energy Auditor Certification issued by the Association of Energy Engineers. (*See Special Requirement and Informational Notes*)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

Working knowledge of: engineering principles and practices; practical application of engineering science and technology; principles and practices associated with energy conservation; materials and methods involved in the construction of buildings; HVAC/R designs and troubleshooting for central plants, package units, roof top units, and other mechanical and thermal systems; engineering principles and practices associated with the construction, maintenance and repair of buildings; computer software programs necessary to complete job assignments; mechanical plant maintenance, HVAC/R energy management systems, LEED energy design and engineering principles; HVAC/R technologies to include alternate fuels, alternate power generation, and alternate heat generation methods. **General knowledge of:** energy life-cycle cost and life-cycle of equipment and materials; federal, State and local energy mandates; international building, mechanical and energy codes. **Ability to:** make logical engineering judgments and decisions; read and understand engineering information from plans, drawings, specifications, manuals, correspondence, reports, graphs and memos; analyze HVAC/R needs of numerous facilities and develop cost-effective recommendations regarding system enhancements for energy conservation; research new technologies, products, and industry trends; conduct and analyze energy audits; communicate ideas and findings; develop and evaluate options and implement solutions; serve as a technical resource on operating efficiency, energy consumption, energy conservation savings and energy strategies; review and analyze written and computerized data to solve problems related to equipment efficiency and energy consumption; communicate orally using appropriate vocabulary and grammar to obtain and provide information and explain policies and procedures; write reports and other technical documents; understand and perform statistical computations; operate personal computers and associated engineering software.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

Working knowledge of: creating and writing requests for proposal (RFP's) for a variety of energy related projects; project management methods and techniques; preparation and research of grant proposals to government agencies, foundations and private funding institutions; public and private funding sources; State purchasing requirements and regulations; applicable sections of State Rules for Personnel Administration. **Ability to:** seek out and write RFP's for grants; plan, design, administer and evaluate energy-related programs and projects; establish and maintain positive working relationships with agency management and staff; perform effectively with frequent interruptions and/or distractions; set priorities which accurately reflect the relative importance of the job responsibilities.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

6.765

ESTABLISHED: 10/14/11